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**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

Announcement No.: OIG 03-07

Issue Date: 08/13/03

Closing Date: 09/03/03

**Area of Consideration: DOE/OIG Status
Candidates Only**

**DEPARTMENT OF ENERGY
OFFICE OF INSPECTOR GENERAL**

Position, Title, Series and Grade: Supervisory Criminal Investigator, GS-1811-15

Full Performance Level: GS-15

Salary Range: \$95,987 - \$124,783 per annum

(Locality pay is included. Subject to 25-percent availability pay.)

Number and Nature of Positions: One full-time permanent

Organization Location: Office of Inspector General
Office of Investigations
Office of Eastern Investigation Operations

Geographic Location: Washington, DC

A 12-MONTH PROBATIONARY PERIOD IS REQUIRED FOR ANY APPLICANT SELECTED WHO HAS NOT PREVIOUSLY SERVED AS A SUPERVISOR OR MANAGER.

Relocation expenses will be paid.

DUTIES AND RESPONSIBILITIES: Serves as the Special Agent-in-Charge of the Office of Investigations, Eastern Investigation Operations, managing all aspects of the investigative operations, resources, and personnel. Responsibilities include, but are not limited to: (1) providing program direction in the planning, coordination, and development of highly complex and sensitive investigations involving alleged fraud, waste, and mismanagement in programs and operations of the Department of Energy; (2) determining the initiation, direction, and termination of field investigations; (3) reviewing reports submitted by subordinate supervisors and agents; (4) following-up on corrective actions recommended to Departmental officials; (5) making recommendations to the Assistant Inspector General for Investigations and the Deputy Assistant Inspector General about investigative programs, goals, objectives, and/or changes in functions; (6) planning broad strategies for complex investigations and providing guidance on cases; (7) establishing, coordinating, and maintaining relationships with officials within the Department, other Federal agencies, and other law enforcement agencies; (8) briefing high level managers on cases of great sensitivity and/or national importance; and (9) supporting strategies of the Office of Inspector General and policies and procedures of the Office of Investigations. The incumbent must also meet the full range of supervisory responsibilities required to manage a staff of investigative and support personnel.

QUALIFICATION REQUIREMENTS: Applicants must have specialized experience as described below. This requirement is in accordance with the Operating Manual for Qualification Standards for General Schedule

Positions, available in any Federal personnel office, which specifies when and how education may be substituted for the experience.

Specialized Experience: Applicants must have 52 weeks of specialized experience equivalent to the GS-14 in the Federal service. Specialized experience is experience which has demonstrated ability, initiative, ingenuity, resourcefulness, and judgment required to: collect, assemble, and develop facts and other pertinent data; think logically and objectively, analyze and evaluate facts, evidence, and related information, and arrive at sound conclusions; prepare written reports and make oral presentations, present investigative findings in clear and concise manner; and display tact, discretion, and the capability to obtain cooperation and confidence of others.

Supervisory Experience: Candidates must have demonstrated in their work experience or training that they possess, or have potential to develop, the qualities of successful supervision set forth in the OPM Operating Manual for Qualification Standards for General Schedule Positions, including the ability to establish program objectives or performance goals and to assess progress toward their achievement; and the personal attributes such as objectivity and fairness in judging people on their ability, and the capacity to “see the job through.”

Candidates must meet the requirements for the position, including time-in-grade, within 30 days of the closing date of this announcement.

RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, work-related experience, training, awards, professional recognition, and supervisory appraisals indicate they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics described below:

1. Demonstrated experience in managing and conducting nationwide investigations that have resulted in criminal indictments and convictions, or significant civil or administrative outcomes.
2. Ability to write clear, concise, and comprehensive reports of highly complex and sensitive investigations, and documents pertaining to investigative operations.
3. Oral communication skills to effectively interact with senior level officials relative to investigative matters and operations.
4. Knowledge of Federal criminal statutes, rules and evidence, court procedures, and investigative techniques and strategies, and DOE operations and facilities.
5. Ability to effectively manage both investigative and support staff and meet the full range of leadership and supervisory responsibilities. (This includes, in part, supporting EEO goals and ability to establish and justify program priorities.)

CONDITIONS OF EMPLOYMENT:

This Position Is A Testing Designated Position. Any applicant who has been tentatively selected for employment to this position will be required to undergo a drug detection urinalysis prior to a final offer of employment. A determination of the use of illegal drugs may lead to nonselection based on a failure to meet conditions of employment. The successful applicant will be subject to future random unannounced drug detection urinalysis. A determination of the use of illegal drugs in this case will lead to the initiation of disciplinary action up to, and including, removal from the Federal service.

Candidates appointed to criminal investigator positions in the OIG are subject to frequent travel, and may be

reassigned to different duty locations throughout the U.S. dependent upon OIG program needs. **A Signed Mobility Agreement Is Required.**

Employment is subject to successful completion of a background investigation. A security clearance must be maintained for continued employment.

Candidates must be between the ages of 21 and 37 years old to be considered for initial appointment to a law enforcement position.

A preemployment physical examination is required. Candidates must meet the medical requirements and physical standards approved for DOE criminal investigators.

Successful completion of the Federal Law Enforcement Training Center's (FLETC) Basic Criminal Investigator 8-week training program is required. Failure to pass the FLETC 8-week Basic Criminal Investigator training program on the first attempt will result in separation from the criminal investigator position and may also result in separation from DOE. Applicants who have previously completed the FLETC or an equivalent training program are exempt.

Criminal investigators are required to work, or be available to work, substantial amounts of unscheduled duty based on the needs of the Agency.

Priority Selection Consideration: Candidates requesting special selection priority consideration under the DOE Career Transition Assistance Program (CTAP), or Interagency Career Transition Assistance Program (ICTAP), must meet the definition of displaced and surplus employee under the program for which the consideration is to be given; apply for specific vacancies by the filing deadline; be well-qualified for the position; and address the knowledge, skills, and abilities identified under the Ranking Factors in this announcement. Candidates must submit a copy of a specific Reduction-In-Force separation notice, Certificate of Expected Separation or other appropriate documentation as proof of priority consideration status, a copy of the most recent performance rating, and a copy of the most recent SF-50 noting current/former position, grade level, and duty location. Selection priority is offered at or below current grade level from which being separated, not for promotional considerations.

To be considered well-qualified, the candidate must satisfy the following criteria: (1) meet the Office of Personnel Management's Basic Qualification Standards and eligibility requirements including experience, positive education, and any selective placement factors; (2) meet one or more of the quality ranking factors stated on this announcement; and (3) be physically qualified with reasonable accommodations.

Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

This position is covered under the special provisions for law enforcement officers. This requires that applicants not exceed the maximum age for entry into a "covered position," which is the date immediately preceding the applicant's 38th birthday. **In order to receive consideration for this position, applicants must include their date of birth in the application package.**

HOW TO APPLY: *APPLICATION MATERIAL MUST BE RECEIVED BY THE CLOSING DATE.*

Applicants must submit one of the following: (1) a completed Standard Form 171, "Application for Federal Employment;" (2) a resume; (3) an Optional Form 612, "Optional Application for Federal Employment;" or (4) other written means. The application must contain all of the information required on the attached list of "Application Information Requirements." In addition, each applicant must submit: (1) a completed

"Supervisory Appraisal of Potential Performance," (on the vacancy announcement); (2) most recent performance appraisal of record; (3) latest SF-50, "Notification of Personnel Action;" and (4) a narrative statement illustrating knowledge, skills, and abilities in relation to the ranking factors. The candidate's date of birth must be included on the application. ***Incomplete applications will not be evaluated.*** The application package must be sent to the Department of Energy, Office of Inspector General, 1000 Independence Ave., SW, Room 5D-031, Attn: Vacancy No. OIG 03-07, Washington, DC 20585. Applications submitted in postage-paid government envelopes will not be reviewed or acknowledged.

Attached is DOE Form 1600.7, "Applicant Disability, Race/National Origin and Sex Identification." This data is being collected to plan and evaluate the OIG's recruitment of persons with disabilities, minorities and women, and to help ensure the OIG's personnel practices meet the requirements of Federal law and regulation. The data supplied will be used for statistical analysis only. Submission of this information is voluntary. Failure to provide this information will have no effect on the processing of applications for Federal employment, and individual personnel selections are not made based on this information.

The OIG provides reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application and hiring process, please notify this office at (202) 586-7828. The decision on granting a reasonable accommodation will be made on a case-by-case basis.

THE DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER

SUPERVISORY APPRAISAL OF POTENTIAL PERFORMANCE

Announcement No. OIG 03-07
Position: Supervisory Criminal Investigator,
 GS-1811-15

Name of Applicant: _____

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				5. Ability to effectively manage both investigative and support staff and meet the full range of leadership and supervisory responsibilities. (This includes, in part, supporting EEO goals and ability to establish and justify program priorities.)					
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NARRATIVE: Please include any other information pertinent to the applicant's qualifications, skills or abilities that may not be adequately expressed by your check marks above. (Attach additional sheets if needed)

IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL? (Please check as appropriate).

- ☐ Present Immediate Supervisor
 ☐ Present 2nd Level Supervisor
- ☐ Former Immediate Supervisor
 ☐ Former 2nd Level Supervisor
- ☐ Other (Specify)

Period During Which You Supervised the Applicant: From: _____ To: _____

Appraiser Signature
 (Date)
 (Phone No.)

**US Department of Energy
Headquarters
Application Information Requirements**

As of December 31, 1994, the Federal Government does not require a standard application form for most jobs. However, certain information is needed to evaluate your qualifications and to determine if you meet legal requirements for Federal employment. Here's what your resume or application must contain (in addition to any specific information requested in the vacancy announcement):

VACANCY INFORMATION

- Announcement number, and title and grade(s) of the job for which you are applying

PERSONAL INFORMATION

- Full name, mailing address (with zip code), and day and evening phone numbers (with area code)
- Social Security Number
- Country of citizenship (most Federal jobs require United States citizenship)
- Veterans' Preference
- Reinstatement eligibility (If requested, attach SF-50 as proof of your career or career-conditional status.)

- Highest Federal civilian grade held. (Also give job series and dates held.)

EDUCATION

- High School
Name, City, and State (Zip Code, if known)
Date of diploma or GED
- Colleges or universities
Name, City, and State (Zip Code, if known)
Major
Type and year of any degrees received. (If no degree, show total credits earned and indicate whether semester or quarter hours.)
- A copy of your college transcript only if the job vacancy announcement requests it.

WORK EXPERIENCE

- Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (Do not send job descriptions.)

Job Title (include series and grade if Federal job.)

Duties and Accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

- Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills; for example, other languages, computer software/ hardware, tools, machinery, typing speed.
- Job-related honors, awards, and special accomplishments; for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested.)